

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5205

TITLE: PLANNING DIVISION CHIEF

GRADE: S-35

DEFINITION:

Under direction, to plan and direct the work of a major division and to participate in the development of overall policy for the Office of Comprehensive Planning; and to do related work as required.

TYPICAL TASKS:

Formulates and administers the work program and manages the staff assigned to either the Planning or Zoning Evaluation Division; implements policies, plans and ordinances which conserve and protect environmental, economic and social resources of the County;
Assures that official actions of the Board of Supervisors with respect to planning, zoning and development activities are correctly interpreted and translated into work activities;
Oversees the evaluation and processing on an annual basis of proposed amendments to the adopted comprehensive plan, preparation of the annual five-year Capital Improvement Program, administration of the long-range planning program and the annual plan review;
Formulates and reviews proposed Zoning Ordinance and Plan amendments;
Directs the preparation, processing, and formulation of recommendations for rezoning applications, special exceptions, special permits and variance applications;
Provides guidance and policy on issues related to the Board of Zoning Appeals;
Interprets proffers, special exceptions and special permit conditions;
Represents the agency and the County in negotiations with applicants and in contacts with elected officials and others;
Develops and coordinates overall work programs and management plans;
Makes staff assignments and other allocations of Division resources;
Provides continuing management review of ongoing tasks and special study projects to ensure timely and satisfactory completion;
Coordinates and directs County participation in technical regional committees;
Formulates the annual Division budget for incorporation into the overall OCP budget;
Monitors Division expenditures;
Provides expert testimony and coordinates studies for use in County litigation on planning, environmental and zoning matters;
Makes presentations to the Board of Supervisors, Planning Commission and citizen groups;
Establishes goals and objectives with respect to substantive planning and zoning functions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated knowledge of the principles and practices of regional and urban planning and environmental impact of land use;
Thorough knowledge of the principles and methods of public administration;
Knowledge of research methods;
Knowledge of topography, civil engineering, economics, sociology and statistics;

Thorough knowledge of the Zoning Ordinance and County policies and procedures relative to special exceptions, rezoning and proffer agreements;

Ability to plan and supervise the work of subordinate personnel;

Ability to speak and write effectively;

Ability to make interpretations of complex research data;

Ability to maintain effective relationships with the public and other County officials.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college with a degree in planning or related field and minimum of six years of progressively responsible professional experience in the planning field, including several years in the specific area of assignment, i.e., long-range land use planning or zoning evaluation. A master's degree may be substituted for one year of experience.

REGRADED:

July 8, 2006

REVISED:

March 25, 1988